

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

BUS MONITOR

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Experience working with children.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to recognize individual student capabilities and exceptionalities while maintaining order on the bus and while administering to students' individual needs, as required.
- Physical ability to secure a wheelchair, use a wheelchair lift, and/or secure a harness on a student, if required.
- Knowledge of equipment and technology as related to specific job functions

SUPERVISION

REPORTS TO Area Transportation Manager
SUPERVISES No supervisory duties

POSITION GOAL

To assist the bus driver with maintaining safe and comfortable transportation for assigned students to and from designated stops.

PERFORMANCE RESPONSIBILITIES

1. * Work with the bus driver as a team to transport students to and from school safely.
2. * Assist the bus driver with following the student code of conduct for school bus safety.
3. * Assist the bus driver and parents with loading/unloading the students at the bus stop.
4. * Assist the bus driver and school personnel with loading/unloading the student on the school grounds.
5. * Enforce safety rules and provide firm direction to the students.
6. * Report misconduct of students on the appropriate form and turn in report of student misconduct to the designated school administrator.
7. * Attend assigned workshops and training programs.
8. * Wear approved uniform.
9. * Maintain discipline on the bus in accordance with recommendations of the administration.
10. * Ensure that all students are secured and when appropriate, secure restraining devices, i.e., seatbelts, harnesses and toddler seats.
11. * When transporting wheelchairs, work with the bus driver as a team to properly fasten all wheelchair hookups.
12. * Position self on the bus in a location, which allows observation and assistance to all students at all times.
13. * Be thoroughly familiar with all aspects of assigned bus route.
14. * Be willing to work with all bus drivers and all students. Although assigned to one route, bus monitors may be expected to help elsewhere.
15. Perform other duties as assigned by the Area Transportation Manager.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Wheelchairs, Seatbelts, Safety Harnesses, Oxygen Tanks, Augmentative Devices, Walkers, Strollers

PHYSICAL REQUIREMENTS

Very Heavy Work Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending Lowering the body forward from the waist
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Crouching Bending the body downward and forward by bending leg and spine.
Crawling Moving about on hands and knees or hands and feet.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors / Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
Heat The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Vibration The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.
Atmospheric Conditions The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases or poor ventilation.

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
B-06 \$11,911 - \$21,149
M-10 D-186 H-1302
Job Code **1920**
B-07 \$10,209 - \$18,129
M-10 D-186 H-1116
Job Code **1921**
B-08 \$8,507 - \$15,107
M-10 D-186 H-930
Job Code **1922**

POSITION CODES

PeopleSoft Position TBA
Personnel Category 13
EEO-5 Line 52
Function 7800
Survey Code 78032

FLSA

Applicable
 Not applicable

BOARD APPROVED

June 22, 1997

ADA Information Provided by Ken Lewis (update 5/20/08)
Position Description Prepared by Ken Lewis